

# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

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## **DIRECTOR, EMERGENCY MANAGEMENT DIVISION**

*Exempt Recruitment Announcement*

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**Location: Camp Murray, near Tacoma, Washington**

**Posting Date: April 26, 2004**

**Closing Date: May 17, 2004**

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The Washington Military Department (WMD) is currently recruiting for the Director, Emergency Management Division. The Director reports to The Adjutant General (Agency Director) and is a member of both the Department's Executive Management Team (EMT) and the Governor's Domestic Security Executive Group. This position is responsible for the policy, operations, and management direction of the Emergency Management Division.

### **AGENCY OVERVIEW**

The WMD has three major operational divisions: Emergency Management Division (EMD), Army National Guard (ARNG), and Air National Guard (ANG). These divisions utilize state and federal resources to perform homeland defense; homeland security; and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect citizens, their property and the environment on a twenty-four hour basis, as well as provide training to military units for domestic emergencies and national defense. To learn more information about the Washington Military Department and the EMD, visit our website at <http://emd.wa.gov>.

### **ROLE**

The Director provides leadership and managerial oversight for the state's comprehensive emergency management programs. The position directly supervises four Unit Managers, a Chief of Staff, and an Administrative Assistant. The Division has 79 permanent agency employees and 20 to 50 project employees that support disaster recovery and homeland security projects. During disasters, the Director is responsible for providing leadership for an additional 40 to more than 200 staff from other divisions, state agencies, federal agency representatives, and private organizations. The Director also provides statewide leadership and guidance to county officials, city officials, private organizations and volunteer organizations, in orchestrating the four phases of emergency management, and executing the state's homeland security priorities. The

## **Director, Emergency Management Division**

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Director interacts with the Governor or designee during significant emergencies and disasters.

The Director is responsible for carrying out Chapter 38.52 Revised Code of Washington, on behalf of The Adjutant General. These responsibilities involve providing executive leadership and direction for 19 programs which include emergency response and coordination, state emergency planning, hazard mitigation, communications and warning program, disaster recovery programs for Public Assistance and Human Services, local government emergency planning assistance, hazardous materials planning, earthquake and tsunami planning and information, fixed nuclear facility program, the United States Department of Energy Program, the Chemical Stockpile Emergency Preparedness Program (CSEPP), state and local government emergency training programs, the Emergency Management Performance Grant, the emergency exercise assistance program, fire mobilization, homeland security, statewide Enhanced 9-1-1, and the emergency public information program. This position also administers the State's comprehensive emergency plan and homeland security activities.

This position controls and administers funding to local and state agencies through the determination of required deliverables and the development of performance measures. The Director develops recommendations for the allocation of homeland security resources and coordinates policy decisions for the application of associated funding. The Director also oversees the management of homeland security grants on behalf of the State Adminstrating Agent to include all required reports and deliverables to the U.S. Department of Homeland Security.

The Director provides leadership for immediate statewide response to emergencies/ disasters and provides crisis decision making in order to protect life, property, the environment, and the economy.

### **KEY RESPONSIBILITIES**

The key duties and responsibilities of the Director, Emergency Management Division, are as follows:

- Provide overall management and policy direction for the EMD.
- Serve on statewide/nationwide councils and committees on emergency management and domestic security.
- Liaison with the legislature and represents the Department on emergency management issues at legislative hearings, work with members of Congress and their staffs on federal policies and laws affecting emergency management programs, answer inquiries, and review policy issues.
- Maintain Division and Department interests regarding emergency management issues with federal government agencies.

- Supervise preparation of the Division's budget [requests](#), contract negotiations, program plans, policies and procedures, and personnel management including labor relations [and](#) approval of divisional personnel actions.

## **SUCCESSFUL CANDIDATE PROFILE**

The Department is seeking candidates who meet or exceed the following criteria:

- Bachelor's degree in business administration, emergency management, or related field.
- Extensive knowledge and experience in executive leadership and performance of all the functions of management.
- Thorough knowledge of the key principles of emergency management and homeland security.
- Ability to make executive level decisions under conditions of volatility, complexity, uncertainty, and ambiguity.
- Knowledge of the state and federal financial, human resources, legislative, and general governmental operations systems.
- Demonstrated knowledge and ability to effectively manage the external influences that affect the application of emergency management and homeland security programs in the state and region.
- Ability to proactively engage with federal agencies, members of the state legislature and the Congress, national professional organizations and other policy makers and institutions whose actions may affect the State of Washington's emergency programs.
- Advanced skills in facilitation and policy development.
- Extensive knowledge and experience in labor relations.
- Demonstrated ability to prepare, advocate, and defend large budgets with multiple funding sources.
- Strong commitment to the highest standards of personal, professional, and ethical conduct and leadership.
- Outstanding verbal and written communication and presentation skills, with ability to create and develop effective working relationships with diverse stakeholders.

## **COMPENSATION/BENEFITS**

The Director serves at the pleasure of The Adjutant General. This position is in the Exempt Management Services, with a salary maximum of \$108,800 per year. The anticipated starting salary will range from \$85,000 to 95,000 per year, depending on qualifications. Washington State offers a full benefits package, including medical and dental coverage, life and disability insurance, retirement, as well as deferred compensation and optional supplemental retirement accounts.

## **CONDITIONS OF EMPLOYMENT**

- **Travel** – This position requires a significant amount of travel. Must be willing and able to remain in travel status with monthly requirements averaging 10 to 40 percent. This includes statewide, nationwide, and international travel.
- **Security Clearance** – Must be willing and able to obtain and maintain a Department of Homeland Security “Secret” Security Clearance, as well as other comparable level security clearances as specified by The Adjutant General.

## **APPLICATION PROCESS**

Individuals interested in applying for this position should submit a letter of interest (not to exceed two pages) detailing their experience and education relating to the position and a current resume listing chronological employment and education history to [EMDdirapp@mil.wa.gov](mailto:EMDdirapp@mil.wa.gov).

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Connely, Human Resource Consultant  
Washington Military Department  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7522 or (253) 512-8518  
Pager (253) 291-5188  
Fax (253) 512-7808

| Interviews for this position will be conducted on June 1, 200<sup>4</sup>. A separate one-on-one interview with The Adjutant General may also be conducted on June 2, 2004.

Interested individuals are encouraged to apply early. Application packets received after May 17, 2004, will not be guaranteed consideration. The Military Department reserves the right and may exercise the option to make the hiring decision prior to this date.

## RECRUITMENT AND SELECTION TIMELINE

Activity	Date
Recruitment Opened	April 26, 2004
Recruitment Closes	May 17, 2004
Initial Applicant screening completed	May 24, 2004
Top Candidates Notified of Interview Selection	May 24-25, 2004
Interviews Conducted	June 1, 2004
Final Interview with the Adjutant General	June 2, 2004
Anticipated Hire Date	July 1, 2004.

*The Washington Military Department is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298*

**If you have decided to apply for this position, we would appreciate your voluntary cooperation in responding to the Applicant Profile data sheet. This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized personnel.**